

ADMINISTRATIVE - INTERNAL USE ONLY

6 APR 1977

MEMORANDUM FOR: Chief, Regulations Control Branch, ISAS

FROM : H. C. Eisenbeiss
Director of Central Reference

VIA : DDI Records Management Officer

SUBJECT : Proposed [] CIA Records Destruction Policy

1. The purpose of this memorandum is to comment on the provisions of the proposed [] CIA Records Destruction Policy. Paragraph 1c is better than the previous draft because the last sentence contains the word "pending" before legal or investigative requirements. I would, however, like the word "pending" added to the last part of the first sentence of paragraph 2b so the wording there reads: "...pending Freedom of Information Act or Privacy Act requests to the Agency."

2. If I read paragraph 2b correctly, it says that components must check with the OCR/RMO before destroying material already approved for destruction on a Form 139. I would prefer to have wording added here stating that custodians can make the determination if:

a. the materials are covered by an approved Records Control Schedule, and

b. there are no pertinent restrictions in information provided by the General Counsel.

3. I object strongly to the provision of paragraph 2c that requires written approval via a Form 141b to destroy material in Records Center. I can understand this provision for material in Archives but see no reason for not allowing custodians to destroy Records Center material covered by an Approved Records Control Schedule and not covered by restrictions in information provided by the General Counsel. Specifically, OCR is concerned that the non-CIA documents stored in Document Services Branch, the Agency's repository for such receipts, will be subject to the severe restrictions on destruction applied to Agency originated material.

H. C. Eisenbeiss

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P.S. - Just found out Bob
is going out to the West
Coast all the 25th April
and will be talking to
contractors. Please get in
touch with him before he
goes and pass on any pearls
of wisdom you possess. He
will be grateful.

Thank you

Samir (over)

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